


## PERSONAL INFORMATION

## Shayak Khan



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 LinkedIn <https://www.linkedin.com/in/shayak-khan-95b918317>

Sex Male | Date of birth 26/01/1998 | Nationality Pakistani

## EDUCATION AND TRAINING

2021 – 2022

Institution

CGPA

Final Year Thesis Title

Thesis Abstract

**Master of Art (MA) in Pakistan Studies**

University of Balochistan, Pakistan ([www.uob.edu.pk](http://www.uob.edu.pk))

3.00 out of 4.0

**Archaeological Sites of Kharan**

Kharan is a district of Balochistan which is very famous for its amazing and wonderful archaeological sites. The historic and pre-historic sites can be seen everywhere in the sandy and rocky areas of Kharan. The archaeological sites of this area are different than the other sites of Balochistan. It is full of ancient and strange Tombs, Great walls (may be ancient dams), forts, castles and large number of mounds and other kind of ancient belongings. But still this important heritage is concealed and hidden. This area is like a paradise for archaeologists, anthropologists and historians. This area was the capital of Naushervani Nawabs during Khanate period of Kalat. This is mostly a sandy and rocky area and divided into two districts, one is called Washuk and the other one is called Kharan district. Both of these areas have very good and interesting archaeological sites.

## WORK EXPERIENCE

Jan 2023– Present\*

**Assistant HR Manager**

Employer

Department of the President's Affairs of UAE Abu Dhabi Palace (Rahim Yar Khan, Pakistan)

Responsibilities

- Oversaw the full recruitment cycle, from sourcing and interviewing candidates to onboarding new hires, ensuring a smooth transition and integration into the company.
- Managed and maintained accurate employee records and HR databases, ensuring data integrity and confidentiality across all HRIS systems.
- Supervised and supported HR staff in their day-to-day tasks, while fostering their professional development through training, mentorship, and feedback.
- Ensured company policies and procedures complied with local labor laws and employment regulations, reducing legal risks and promoting a safe, fair working environment.
- Prepared and presented detailed HR reports, including workforce analytics, turnover rates, and compliance updates to senior management for strategic decision-making.
- Designed and coordinated employee training programs, identifying skill gaps and ensuring staff development to meet business needs.

## PERSONAL SKILLS

- Communication skills
  - Effectively conveying thoughts, ideas and feelings through verbal and written means.
- Time management
  - Prioritizing tasks, setting goals, and managing time efficiently to achieve productivity.
- Adaptability
  - Ability to adjust to new situations, challenges and environments with flexibility and resilience.
- Problem Solving
  - Critical thinking and creativity to identify and resolve problems.
- Leadership skills
  - Ability to inspire, motivate and guide other towards a common goal or vision.
- Emotional Intelligence
  - Self-awareness, empathy and social skills to effectively navigate interpersonal interactions.
- Positivity
  - Ability to bounce back from setbacks, maintain a positive attitude and stay motivated in the face of challenges.

## TECHNICAL SKILLS

- Office 365
- Costumer Service
- Videography
- Troubleshooting
- Data Entry
- Networking Basic
- Command in Artificial Intelligence
- Technical Analysis

## Honours and awards

- Ehsaas Scholarship
  - 2021 - 2022
  - Awarded with Higher Commission Education's Ehsaas Scholarship program, It's a need based merit scholarship awarded to the students.
- CM Laptop Scheme
  - 2017 - 2018
  - Awarded with CM (Chief Minister) Laptop on District quota, It's a provisional scholarship reward, awarded to the students on district quota.

## References

Contact Name **Muhammad Arif Noshewani**

Designation Senior Supervisor

Organization UAE Hunting Department in Balochistan (Kharan & Washuk, Balochistan, Pakistan).

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